

FIELD TRIP INFORMATION

UPDATED 4/25/07

BEFORE YOU COME TO THE MUSEUM

- ★ Select chaperones and coordinate plans with them.
- ★ Communicate group itinerary, including the departure time, to all chaperones.
- ★ Review the following responsibilities with chaperones. Chaperone responsibilities include helping to ensure a safe and pleasant Museum experience for their group:
 - **Stay with their group at all times including: outdoors, exhibits, theaters, café, store, and restroom areas.**
 - Manage the group and be responsible for their behavior and safety.
 - Guide student exploration of the Museum exhibits.
- ★ Review the expected Museum behavior for students. For the safety and well-being of the students and the Museum, please make sure students understand the following:
 - **Stay in their chaperone-led groups at all times.**
 - Use indoor voices.
 - Walk at all times.
 - Use pencils and do not rest materials on exhibits to write.
 - Refrain from the following which are **NOT ALLOWED**:
 - Using cameras in the exhibits and theaters.
 - Consuming food, drinks, and chewing gum in the exhibits and theaters.
 - Bringing back-packs, lunches, earphones and cell phones into the Museum.
- ★ Coordinate plans with the bus driver(s).
- ★ Copy and review driving, arrival, parking and departing instructions.
- ★ Arrange lunch delivery time (if applicable).
- ★ Arrange pick-up time for group departure.
- ★ Take a final head count of all students, teachers and chaperones.
- ★ Collect chaperone funds.
- ★ If you are running late, please call (512) 936-4649 to alert the Museum staff.

WHEN YOU ARRIVE AT THE MUSEUM

- ★ Upon your arrival, Museum staff will meet, organize and orient your group on the Museum Plaza.
- ★ Immediately go inside to Ticketing to complete the final payment which requires:
 - Final count of all students, teachers and chaperones
 - Payment for the entire group by cash, credit card, or school check.
 - PLEASE NOTE: SCHOOL PURCHASE ORDERS AND PERSONAL CHECKS ARE NOT ACCEPTED.
- ★ Upon final payment, you will receive the appropriate admission to:
 - Exhibits for teacher and chaperones. (The Museum staff will give chaperones the student admission stickers on the plaza.)
 - Theater tickets for the entire group which are **required** for theater entry. The Theaters Staff recommends keeping all tickets for the group until you get in line for the theater(s). Once everyone is in line, you need to hand a ticket to each student, teacher, and/or chaperone.
- ★ There is a pre-pay charge of \$8 at the Museum's parking garage entrance. If anyone in your group arrives by private vehicle, please collect their parking tickets and present all of them at Ticketing to arrange for the \$2 parking refund.

LUNCH OPTIONS

- ★ Options for groups wishing to eat lunch during their Museum visit:
 - The Outdoor Plaza at the Stephen F. Austin building, located on 18th Street across from the Museum, is available to groups with sack lunches on a first-come, first-served basis.
 - If eating at the Outdoor plaza, please develop an alternate lunch plan in the event of inclement weather.
 - If you bring lunches, please leave them on the bus until group is ready to eat. The Museum is not able to store lunches for you.
 - Groups may reserve lunches through the Story of Texas Café at (512) 320-0403.
 - Group **may not eat** on the Museum plaza, in the rotunda, or bring their own lunches to the Story of Texas Café.

WHEN YOU LEAVE THE MUSEUM

- ★ Organize your students on the Museum Plaza for departure. Please do not gather on the sidewalk near Congress Avenue.
- ★ Take a final headcount of all your students, teachers and chaperones.
- ★ Load buses **ONLY** when the bus is fully stopped in the bus lane.

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IMPORTANT REMINDERS

Theater deposit:

A \$50 deposit is required for group reservations for the Museum Theaters. If we do not receive your deposit 10 business days prior to your reservations, your theater reservations are subject to cancellation. Payment can be made by:

- ★ Credit card - please call (512) 936-4649.
- ★ School check payable to BBTHSM.
- ★ Send checks to: BBTSHM
 Attn: Reservations
 P.O. Box 12874
 Austin, TX 78711
- ★ Include your group's confirmation number on the check or provide a copy of the sale printout with your check.
- ★ School purchase orders and personal checks are not accepted

Chaperone selection:

- ★ Chaperones must be at least 18 years old.
- ★ There must be at least one chaperone for every 10 students.
- ★ Chaperones may not bring additional children

Changing your reservations:

- ★ Rescheduling, or changing the numbers in your group, should be done at least **four** days prior to your visit. A final head count will be requested when you check in.
- ★ If the total number of people in your school group drops to less than 10, you will not be eligible for the group rate.
- ★ The addition of people to your group theater reservation is limited to the number of available seats remaining in the theater(s). We cannot guarantee theater seating if changes are made after the original reservation. Call as early as possible to make adjustments.
- ★ Deposits will be fully refunded to groups canceling their reservation **in writing at least two weeks** in advance. Cancellations may be faxed to (512) 936-4698, Attention Reservations.

Theater Reservations:

- ★ There is **NO LATE SEATING** in the IMAX Theatre and Texas Spirit Theater.
- ★ Please be in line for your presentation(s) at least 20 minutes in advance of your show time.

ARRIVAL, PARKING AND DEPARTING INSTRUCTIONS

Arrival

- ★ Refer to the parking directions and map.
- ★ All buses or vans should arrive at the North Congress Avenue entrance. Your bus must be traveling south on Congress from Martin Luther King, Jr. Blvd. (19th Street) in order to pull into the drop off area in front of the Museum.
- ★ All buses/vans must unload in the bus lane in front of the Museum. If you are in the first bus to arrive, enter the bus lane and go all the way to the stop sign at 18th Street. Unload your bus **ONLY** when you are fully stopped in the bus lane.
- ★ If the bus lane is full, drive around the block. Please do not block traffic on Congress Avenue. Arrange lunch delivery time with the lead teacher if necessary. Lunches must be left on the bus(es).
- ★ Arrange group departure time with the lead teacher.

Parking

- ★ After unloading passengers at the Museum, buses may park along 18th Street or Trinity Street as indicated on the map.
- ★ If you drive a van or a car to the Museum, you may park in the Museum's parking garage. Enter from 18th Street off N. Congress Avenue
 - Vans and cars may park in the Museum's underground parking garage which can accommodate vehicles with a maximum height of 7ft. There are a limited number of spaces for handicapped accessible vans with a maximum height of 8ft. 2in.
 - There is a pre-pay charge of \$8 at the garage entrance. Visitors to the Museum will receive a \$2 refund when they purchase Museum and/or Theater tickets, a Membership, or make a \$5 minimum purchase in the Museum Store, provided that they present the cashier with their parking ticket. The Cafe does not offer rebates on parking.

Departure

- ★ Load buses **ONLY** when fully stopped in the bus lane.
- ★ If the bus lane is full, please do not block Congress Avenue. Drive around the block before loading students in the bus lane.